

ROUTING AND TRANSMITTAL SLIP		Date
		14 JAN 1986
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
1. EXO		<i>BM</i> 14 JAN 1986
2. ADDA		<i>[initials]</i> 14 JAN 1986
3. DDA		<i>[initials]</i> 14 JAN 1986
4. DDA REGISTRY		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

cc: each DA Office Director

DA/CMS

DA/Plans

Protocol Br

DA/MS

SSA

 DONE 1/14/86
 (JAL)

The DA has had less than 5 items of correspondence redone or returned in the past six months.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

5041-102

* U.S.G.P.O.: 1983-421-529/320

 OPTIONAL FORM 41 (Rev. 7-76)
 Prescribed by GSA
 FPMR (41 CFR) 101-11.206

ADMINISTRATIVE - INTERNAL USE ONLY

Executive Registry

ER 86-0124

13 January 1986

MEMORANDUM FOR: Executive Assistant to the DDI
 Executive Assistant to the DDS&T
 Special Assistant to the DDO
 Executive Officer to the DDA ✓
 Executive Officer, IC Staff
 Executive Officer, NIC

DDA DEPARTMENT
 FILE: 1-1

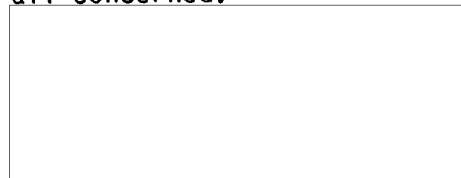
FROM: Executive Secretary
 SUBJECT: Correspondence for DCI/DDCI Signature

1. While the situation has never been as good as it should, there has been an increase in the number of items requiring DCI/DDCI action (approval, signature, etc.) which must be redone. Because of this situation, the secretaries in this office and the immediate offices of the DCI and DDCI, are having to spend an inordinate amount of time in checking correspondence.

2. In addition to typos, typical errors include: wrong stationery; incorrect format; improper packaging; etc. The DCI, himself, has expressed extreme irritation that many times papers aren't properly paginated. Most of the errors can be attributed to ignorance of the information contained in the [redacted]
 This should not be the case given the fact that all such correspondence should arrive here having been "guaranteed" by one or more senior secretaries and/or senior officers.

3. Heretofore, in the interest of time, the correspondence has been returned to the originator when it needed to be redone. Until there is a noticeable improvement in the situation, however, it will be returned to the senior secretary in the cognizant directorate/independent office.

4. Anything sent forward to the DCI/DDCI is important; therefore, please ensure it is prepared properly. Anything less only causes unnecessary delay and an unwanted burden to all concerned.



cc: GC
 IG
 D/OLL
 Compt
 D/PAO

CL BY Signer
 DECL OADR

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